

**Bashar Yaldo, M.D,
44555 Woodward Ave Ste. 201
Pontiac, MI 48341**

Office Assistant/Receptionist Needed!

Part-time position (Mondays Wednesdays and Thursdays). Responsibilities include but not limited to; answering multi-line phone system, scheduling office visits, filing, insurance eligibility/copay collection, and patient interaction.

Must have excellent customer service and organizational skills. Must be able to prioritize and pay attention to details. Strong computer skills necessary.

Office experience preferred.

Submit resumes and references to byaldomd@gmail.com. No phone calls please.